

Training

# **Officer Active Duty Service Obligations**

Headquarters  
Department of the Army  
Washington, DC  
4 May 2001

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 350-100

Officer Active Duty Service Obligations

This revision-

- o Imposes a defined ADSO for no cost, or low cost, intercommand reassignments (para 2-6b).
- o Implements the establishment of ADSO for newly developed specialized training to enhance the force (paras 2-7, 2-8a,b, and d).
- o Deletes the requirement for ADSOs for officers who complete Senior Service College and Command and Staff College Corresponding Studies Course (para 2-7h).
- o Requires aviators assigned to the U.S. Parachute Team who have received special training in certain nonstandard aircraft to incur a 3-year ADSO effective on assignment to the unit (para 2-7o).
- o Includes information and ADSOs dealing with the Experimental Test Pilot Program and aviation continuation pay (para 2-11).

Effective 1 June 2001

## Training

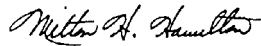
### Officer Active Duty Service Obligations

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**By Order of the Secretary of the Army:**

**GORDON R. SULLIVAN**  
*General, United States Army*  
*Chief of Staff*

**Official:**



**MILTON H. HAMILTON**  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This edition publishes a revision of this regulation. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation establishes guidance on active duty service obligations for officers, defines how service obligations will be computed and served,

and establishes how officers will be notified of service obligations.

**Applicability.** This regulation applies to all Army commissioned officers and warrant officers serving on the active duty list. This regulation does not apply to officers serving on active duty for training or to those serving in Active Guard Reserve status. This publication has limited application during full mobilization.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The proponent has the authority to approve exceptions to this regulation which are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation contains management control provisions according to AR 11–2 and

contains checklists for conducting management control reviews.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE–MPO) 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Cdr, PERSCOM (TAPC–PDT–PM), 200 Stovall Street, Alexandria, VA. 22332–0418.

**Distribution.** This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army, The Army National Guard of the United States, and the U.S. Army Reserve..

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\*This regulation supersedes AR 350–100, 18 April 1994.

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## **Chapter 1**

### **General**

#### **1–1. Purpose**

This regulation establishes policies and procedures for the receipt, computation, and notice of active duty service obligations (ADSOs) for all Active Army officers. It also describes how active duty service obligations are served with precommission ADSOs.

#### **1–2. References**

Required and related publications and prescribed and referenced blank forms are listed in appendix A.

#### **1–3. Explanation of abbreviations and terms.**

Abbreviations and terms used in this regulation are explained in the glossary.

#### **1–4. Responsibilities**

*a.* The Deputy Chief of Staff for Personnel (DCSPER) is responsible for developing policy pertinent to active duty service obligations.

*b.* Commanding General, U.S. Total Army Personnel Command (PERSCOM) will implement policy guidance received from the Office of the Deputy Chief of Staff for Personnel (ODCSPER) regarding officer active duty service obligations. CG, PERSCOM will also receive requests for exception to policy according to paragraph 4–1.

#### **1–5. Scope**

This regulation governs all service obligation events begun after the effective date of this regulation. Those begun earlier will be governed by regulations in effect at that time. If there is a conflict between this regulation and other Army publications, the policies in this regulation take precedence.

#### **1–6. Statutory authority**

Active duty service obligations for officers are governed under sections 651, 2005, 2007, 2107, and 4348, of title 10, United States Code.

#### **1–7. Applicability**

*a.* This regulation applies to all commissioned and warrant officers on the active duty list.

*b.* Specific policies on service obligations for Army Medical Department (AMEDD) officers are in AR 351–3. Policies on service obligations for JAGC officers taking part in The Judge Advocate General’s Funded Legal Education Program are contained in AR 27–1, chapter 14.

#### **1–8. Purpose of active duty service obligations**

*a.* ADSOs are intended to assist the Army in—

- (1) Effectively managing its resources.
- (2) Accomplishing its assigned mission.
- (3) Maintaining an experienced and well qualified officer force.
- (4) Ensuring a reasonable return to the Army following the expenditure of public funds.

*b.* Public funds are expended starting with the precommissioning phase, through training at the U.S. Military Academy, Army ROTC, and other commissioning programs. It continues when an officer enters active duty and enters training or education programs to qualify for a certain specialized classification skill.

*c.* There are other active duty service obligations that are not directly related to the investment of public funds. These are incurred because of promotion to certain grades, permanent changes of station (PCS), or by acceptance of career status. These ADSOs have been developed to ensure a reasonable degree of stability in the officer force.

*d.* For the career-oriented officer, service under an ADSO is not particularly significant, except that it may affect the date of retirement. Additional service, because of ADSOs, is more important since voluntary separation from active duty may be precluded until all ADSOs are fulfilled. Therefore, officers must thoroughly understand the system by which the Army determines ADSOs.

#### **1–9. Who incurs active duty service obligations**

*a.* Generally, officers who complete certain formal education or training programs, undergo a permanent change of station (PCS), or who accept career status or certain promotions incur an ADSO.

*b.* Officers must fulfill ADSOs before they are eligible for voluntary separation. ODCSPER, may grant nonstatutory exceptions (AR 635–100, para 4–17 and AR 635–120, para 1–4f).

*c.* Officers will not be further obligated beyond the dates voluntary ADSOs are fulfilled without their consent, either expressed or implied.

*d.* Officers who attend military and or civilian courses of instruction as stated in paragraphs 2–7 and 2–8 may incur an ADSO for up to 6-years on completion or termination from the course(s). Exceptions—

(1) Officers who attend civil schooling under AR 621–7 (acceptance of fellowships, scholarships, and grants) may exceed the 6-year maximum ADSO.

(2) Obligated officers directed to attend an active duty course, who have neither applied for, nor have been approved for career status according to AR 135–215, or AR 601–100, do not incur an obligation.

## **Chapter 2**

### **Officer Service Obligation Policies**

#### **2–1. General**

Officers entering military service must complete a total of 8 years military service obligation. Service will be on active duty or in the Reserve components, in either enlisted or officer status (10 USC 651). (See tables 3–1 through 3–4 for ADSOs.) Instructions for computing ADSOs are contained in paragraph 3–2.

#### **2–2. Precommission**

ADSOs will vary according to the program under which the officer was commissioned.

*a.* Reserve Officer Training Corps (ROTC).

(1) ROTC scholarship graduates selected for active duty incur a 4-year ADSO.

(2) Nonscholarship ROTC graduates selected for active duty incur a 3-year ADSO.

*b.* United States Military Academy (USMA) graduates incur a 5-year ADSO (10 USC 4348).

*c.* Officer Candidate School (OCS) graduates incur a 3-year ADSO (AR 351–5).

*d.* Direct appointment. Officers who receive a commission, with concurrent call to active duty, incur an ADSO according to AR 135–210, or AR 135–101 in the case of AMEDD officers. Direct accession AMEDD officers who attend Long Term Health Education Training as their initial assignment incur an ADSO according to AR 351–3.

#### **2–3. Warrant officer appointment**

Effective 1 October 1992, individuals appointed as warrant officers, with concurrent call to active duty, incur a 6-year ADSO.

#### **2–4. Career status**

Career status includes Voluntary Indefinite (VI) status service agreements for all USAR officers, and Conditional Voluntary Indefinite (CVI) for JAGC USAR officers. Obligated USAR officers on active duty who wish to remain on active duty in a career status may accept VI status if selected (AR 135–215, chap 3).

*a.* USAR officers (except JAGC officers) approved for and accepting VI status will incur a 1-year ADSO beginning the day following completion of the obligated service agreement. (Note: Officers who accept an RA appointment incur no active duty service obligation on acceptance (AR 601–100, para 1–9).

*b.* Obligated JAGC USAR officers may be selected for CVI, and later, VI. If selected for CVI, the officer will incur a 1-year ADSO to begin at the end of their existing obligation. If selected for VI, JAGC officers will incur a 1-year ADSO to begin on the date the results of the VI board are approved.

#### **2–5. Promotion**

*a.* A warrant officer who accepts a promotion to the grade of CW3, CW4, or CW5, incurs a 2 year ADSO. This ADSO begins on the date of promotion and must be served before voluntary retirement.

*b.* A commissioned officer who accepts a promotion does not incur an ADSO. However, an officer in the grade of lieutenant colonel or colonel must serve in that grade for not less than 3 years from the date of promotion to voluntarily retire in that grade unless waived under some other provision of law. An officer promoted to the grade of lieutenant, captain, or major must serve in that grade for not less than 6 months from the date of promotion to voluntarily retire in that grade.

#### **2–6. Permanent change of station**

*a.* Officers reassigned on a permanent change of station (PCS) to an overseas location must complete the current prescribed tour for the area of assignment according to AR 614–30.

*b.* Officers reassigned on PCS from an overseas location to CONUS or from a CONUS location to another CONUS location, incur a 1-year ADSO computed from the date arrival at the new duty station. Officers who move on a no-cost PCS on an intercommand PCS (for example, TRADOC to ARSTAF, FORSCOM unit to a TRADOC unit) will incur a 1-year ADSO. This is unless a greater ADSO is placed on the officer pursuant to regulation. Such ADSO is computed from the date of arrival at the new duty station

c. If an officer receives permanent change of station (PCS) assignment instructions and does not wish to incur the additional ADSO, he or she may request separation or retirement (AR 600–8–24, chaps 3, 5, or 6). To be eligible to apply for retirement, an officer must have at least 19 years and 6 months of active Federal service at the time of assignment notification. The officer's written request for separation or retirement must be submitted within 30 days of the assignment notification (date the request for orders was published). Officers whose request for retirement under this provision is approved, must retire within 6 months of assignment alert. Failure to submit a request within 30 days implies consent to the assignment and the officer must comply with the orders.

## **2–7. Military schooling**

Officers who attend any military course of instruction of 60 days or more and which produces an academic evaluation report, incur an ADSO on completion or termination. The ADSO equals three times the length of schooling, computed in days, but not more than 6 years. Exceptions are as follows—

a. Officers (with exception of warrant officers) who attend an officer advanced course will incur a 1-year service obligation on completion or release from the course for any reason.

b. Officers who attend a course listed below will incur a 24-month ADSO on completion or release from the course.

(1) C–E Engineering and Automation Officer Course at Fort Gordon, GA (Phase I–6 weeks) followed by the Teleprocessing Operations Officers Course at Wright-Patterson AFB, OH (Phase II–24 weeks);

(2) C–E Engineering and Automation Officer Course at Fort Gordon, GA (Phase I–6 weeks) followed by the C–E Engineering Officer Course at Wright-Patterson AFB, OH (Phase II–24 weeks); or

(3) Network Management or Information Systems Staff Officer Course at Keesler AFB, MS (Phase I–6 weeks) and (Phase II–24 weeks).

c. Officers who attend the Signal Officer Advanced Course followed by attendance at any of the courses listed in paragraphs 2–7b(1), (2), or (3) above, incur a 36-month consecutive ADSO.

d. Officers who attend the Advanced Program Management Course at the Defense Systems Management College, Ft Belvoir, Virginia incur a 2-year ADSO on completion or release from the course.

e. Officers who attend initial entry flight training on or after 30 September 1990 will incur a 6-year ADSO on completion of the course or voluntary termination of attendance (AR 611–110). Officers who entered into a service agreement before 1 October 1990, will be subject to the terms of said agreement, and will serve on active duty for the period specified in the agreement.

f. Officers receiving MOS or ASI training will incur the following ADSO on completion or removal from the course—

(1) Aircraft Qualification Courses (rotary wing) — 3 years, except that officers receiving training for A/MH-6, MH-60L/K, and MH-47D/E will incur a 4-year ADSO. Aircraft Qualification courses (fixed wing) — 5 years, except that aviators assigned to the U.S. Army Parachute Team receiving special training on nonstandard aircraft will incur a 3-year ADSO effective on assignment to the unit. Also, aviators receiving qualification in the RC-7 ARL aircraft will incur a 1-year ADSO effective on completion of the qualification course.

(2) All Instructor Pilot, Instrument Flight Examiner, and Maintenance Test Pilot Courses — 1 year.

(3) All Special Electronic Mission Aircraft systems — 1 year.

(4) All Armament Maintenance courses — 1 year.

(5) Aviation Safety Officer Course— 1 year.

(6) All officers who attend the Polygraph Examiner Training course (course number 7H-SQIK/832-ASIP8) will incur a 2-year ADSO on completion or termination from the thecourse.

g. Officers of The Judge Advocate General Corps who accept an assignment in the Contract Law Internship Program will incur a 1-year ADSO on assumption of duties in the Contract Law Internship Program. Officers selected will be assigned to a contract law internship position for a 36-month stabilized tour. The 1-year ADSO will begin on completion of the program or reassignment from the program for any reason.

h. Officers who attend a Senior Service College, Command and Staff College level schooling not including the respective corresponding studies courses for that level school), or equivalent foreign military schools, or equivalent training with the Department of Justice (DOJ) incur a 2-year ADSO.

i. Officers who attend The Judge Advocate General's Graduate Course will incur a 2-year ADSO.

j. Warrant officers who attend Army directed professional development courses, including Warrant Officer Advanced Course, Warrant Officer Staff Course, and Warrant Officer Senior Staff Course (WOAC, WOSC, WOSSC) do not incur a service obligation.

k. Officers who attend an Officer Basic Course (OBC) do not incur a service obligation.

l. Officers graduating from the Special Forces Detachment Officer Qualification Course (SFDOQC) will incur a 36-month ADSO to begin on completion or termination from the course.

m. Due to the requirement for special training on non-standard aircraft (the C-31 Fokker F-27 Friendship, the UV 18

DeHavilland-6 Twin Otter, and UV-20 Pilatus Porter, or other non-standard aircraft), aviators assigned to the U.S. Army Parachute Team (USAPT) incur a 3-year ADSO effective on assignment to the unit.

## **2-8. Civilian schooling**

a. Officers who attend fully funded courses at civilian institutions including Training With Industry Program for more than 60 days will incur an ADSO on completion or termination of the education. ADSOs equal three times the length of schooling, computed in days.

b. Officers who accept statutory fellowships and scholarships under AR 621-7 and section 2603 of title 10, U.S. code, incur an ADSO on completion or termination of the education. The ADSO will equal three times the length of schooling, computed in days, and may exceed 6 years.

c. Officers who accept nonstatutory fellowships and scholarships under AR 621-7 incur an ADSO on completion or termination of the education. The ADSO will equal three times the length of schooling, computed in days. Senior Service College Fellowship Program or other nonstatutory fellowships under the Army Senior Fellowship Program incur a 2-year ADSO on completion or termination of the education per AR 621-7.

d. Officers who accept tuition assistance (TA) under AR 621-5 incur an ADSO of 2 years on completion or termination of the education program.

e. Officers who participate in partially funded programs for more than 60 days under AR 621-1, incur an ADSO on completion or termination of the education. The ADSO will equal 2 years or three times the length of schooling, computed in days, whichever is greater. Partially funded programs include the Degree Completion Program and the Cooperative Degree Program.

## **2-9. Reserve Officer Training Corps instructors**

Officers serving in ROTC detachments are required to complete a given ROTC academic year once it has begun. This service obligation applies to all voluntary retirements, resignations, requests for release from active duty and discharges submitted by officers serving in ROTC detachments. This policy does not affect established expiration of term of service (ETS) dates for Army National Guard officers, or USAR officers not managed by CG, PERSCOM, The Judge Advocate General, The Surgeon General, or Chief of Chaplains. These officers are subject to involuntary reassignment based on tour management considerations.

## **2-10. Astronaut Candidate Program**

All officers entering the Astronaut Program will incur a 3-year service obligation that begins when the officer is released from the National Aeronautics and Space Administration for return to the Army for duty.

## **2-11. Experimental Test Pilot Program**

All officers attending the Experimental Test Pilot Program will incur a service obligation of 4 years on completion, or termination of the education.

## **2-12. Aviation Continuation Pay (ACT)**

All officers signing an ACP agreement will incur an ADSO through the end date of the bonus. The actual date will be specified in the agreement.

# **Chapter 3**

## **Computation of Service Obligations**

### **3-1. General**

Officer active duty service obligations are computed as shown in paragraph 3-2 below. Officers may accumulate more than one ADSO because of multiple obligating events as described in paragraphs 3-3 and 3-4.

### **3-2. Procedures**

When an officer incurs an ADSO, compute the ADSO using the rules in tables 3-1 through 3-4 as follows—

- a. Find the rule that applies to the event which has occurred.
- b. Determine if there are other conditions which must be considered.
- c. Determine the ADSO that applies to the event in a fixed period (such as 3, 4, or 5 years) or by numerical factor (such as 3 times the length of the training period). When the ADSO must be computed based on the length of the training period, compute it using the steps below. No ADSO is incurred for courses programmed for less than 60 days that do not produce an academic evaluation report, except as prescribed in AR 621-7.

(1) *Step 1.* To determine the length of training, count the number of calendar days the officer spent in the training course. (Use beginning and end dates of the course.)

(2) *Step 2.* Multiply the total length of training by 3 to get the total length of the ADSO in days.



(3) *Step 3.* Convert the total number of days to years (365 days equal 1 year). Convert any period of less than 365 days to a specific date. Use a Julian Calendar.

d. Ensure that the supporting documents for each event have been reviewed and that they confirm the event.

### 3-3. Consecutive obligations

ADSOs resulting from more than one civilian education program are served consecutively. For example, an officer completing a graduate degree program followed by a Ph.D program will incur multiple ADSOs to be served consecutively. The time spent attending civilian school will not be credited toward fulfilling an existing civilian schooling ADSO. When a newly incurred ADSO is to be served consecutively with another, add the period of the new ADSO to the remaining portion of the existing ADSO. The compounded period may not exceed 6 years, except for officers attending civil schooling programs outlined in AR 621-7 or officers attending law school under The Judge Advocate General's Funded Legal Education Program per AR 27-1, chapter 14.

### 3-4. Concurrent obligations

Multiple ADSOs resulting from career status, warrant officer promotion, PCS, and military schooling will be served concurrently. Additionally, these ADSOs will be served at the same time as those resulting from precommissioning and civilian schooling. The time spent at military and civilian schools will be credited toward fulfilling the ADSO resulting from career status, PCS, school, and warrant officer promotion. When a newly incurred ADSO is to be served concurrently with an existing ADSO, the obligated period will be equal to the length of the longest remaining obligation. The contractual agreement under which an officer enters a civilian education program may specify the order in which concurrent ADSOs are satisfied.

### 3-5. Notification of officers

Officers on active duty will be informed of ADSOs incurred under this regulation as indicated below.

a. The length of service obligation incurred will be included in the course regulations, course description in DA Pam 351-4, and other Army publications that describe a program.

b. Official orders that direct any event that results in an ADSO will contain the following statement—"Additional active duty service obligation of (give length) is incurred under provisions of (regulation)."

### 3-6. Verification of active duty service obligations

a. PERSCOM will verify service obligations for OPMD managed officers only. Inquiries submitted by the servicing MPD or PSC must be addressed to the appropriate OPMD Career Management Division.

b. To verify service obligations for JAGC officers, contact HQDA (DAJA-PT), Washington, DC 20310-0300.

c. To verify service obligations for Chaplains, contact HQDA (DACH-PER), Washington, DC 20310-0300.

**Table 3-1**  
**Active Duty Service Obligation for Accepting Commission/VI Status/Short Term Extension/Regular Army**

Rule	If officer is—	Program is—	Then ADSO is—	Remarks
1	USMA graduate	Class of 68 or later	5 years	10 USC 4348. Notes 1,2
2	ROTC graduate	ROTC Scholarship ROTC Nonscholarship	4 years 3 years	10 USC 2107; AR 145-1. Notes 1, 2
3	OCS graduate	OCS	3 years	AR 351-5. Notes 1, 2, 3
4	Direct Appointment	Direct Appointment	3 years	AR 135-210. Notes 1, 2
5	OTRA and accepts RA Appointment	RA Appointment Program	None (Post DOPMA)	AR 601-100.
6	OTRA and accepts Voluntary Indefinite (VI)	Voluntary Indefinite Status	1 year	AR 135-215. Note 4
7	Is granted a short term extension (STE)	Short term extension (STE) program	Duration of the extension	AR 135-215.
8	Appointed as a Warrant Officer	Warrant Officer Appointment with concurrent call to active duty.	6 years	AR 600-8-5.

Notes:

<sup>1</sup> 1. ADSO is effective from the date of entry on active duty.

<sup>2</sup> 2. ADSO is served concurrently with all ADSOs except for civilian schooling..

<sup>3</sup> 3. ADSO is effective from the date of appointment.

<sup>4</sup> 4. An extended ADSO starts the day after a current service agreement expires.

**Table 3–2**  
**ADSO for PCS and Promotion**

Rule	If Officer is—	Then ADSO is—	Effective—	Remarks
1	Reassigned PCS from overseas	1 year	Date of arrival at CONUS station	AR 614–30. Note 1.
2	Reassigned PCS from CONUS to overseas	Equal to the prescribed tour length	Date of arrival at overseas station	AR 614–30. Note 1.
3	Reassigned PCS from CONUS to CONUS	1 year	Date of arrival at new CONUS station	AR 635–100.
4	Promoted to the AD grade of CW3, CW4, CW5	2 years	Date of promotion	AR 635–100. Note 2.

Notes:

<sup>1</sup> 1. Retirement eligible officers serving overseas must serve 5/6 of the prescribed tour *or* 12 months, whichever is longer, before being allowed to retire (AR 635–100).

<sup>2</sup> 2. ADSO must be completed before the officer may voluntarily retire, unless waived as an exception to policy.

**Table 3–3**  
**Active Duty Service Obligation for Civil Schooling**

Rule	If training is—	for a period of—	then ADSO is—	Remarks
1	Fully funded civil schooling/TWI	60 days or more	2 years or 3 x length of schooling whichever is greater	AR 621–1. Note 1
2	Partially funded civil schooling	60 days or more	3 x length of schooling in days	AR 621–1. Note 1
3	Short-course training	less than 20 weeks	None	AR 621–1. Note 5
4	Scholarship, Grant, or Fellowship	Length of course	3 x length of schooling in days	AR 621–7. Notes 2 and 6
5	Tuition Assistance accepted	Varies by course	2 years	AR 621–5. Notes 3 and 4

Notes:

<sup>1</sup> 1. Maximum obligation 6 years.

<sup>2</sup> 2. No maximum obligation.

<sup>3</sup> 3. ADSO is effective on completion of, or termination from the course.

<sup>4</sup> 4. ADSO served concurrently with all other ADSOs.

<sup>5</sup> 5. Unprogrammed short course training or seminars not involving college or university studies.

<sup>6</sup> 6. Exception is SSC and AFSP fellowships that have a 2-year ADSO.

**Table 3–4**  
**ADSO for Military Schooling**

Rule	If training is—	Then ADSO is—	Remarks
1	Senior Service College (SSC) or equivalent foreign military schools (including the Army War College Corresponding Studies Course (AWCCSC))	2 years	DA Pam 600–3. See note.
2	Command and Staff College (CSC) level schooling (including the Army Command and Staff Corresponding Studies Course)	2 years	DA Pam 600–3. See note.
3	Officer Advanced Course	1 year	DA Pam 600–3. See note.
4	Formal courses described in DA Pam 351-4	Varies	See DA Pam 351–4 for specific course. See note.
5	Special Forces training resulting in branch transfer to Special Forces	3 years	See DA Pam 351–4 for specific course information.
6	Officer receiving training in A/MH-60L/K; MH-47D/E	4 years	See DA Pam 351–4 for specific information

Notes:

<sup>1</sup> 1. ADSO is effective on completion of, or termination from the course. It is served concurrently with all other ADSO.

## **Chapter 4**

### **Waivers and Exceptions**

#### **4-1. Requests for waiver of active duty service obligations**

*a.* Statutory service obligations will not be waived except for the convenience of the Government, personal hardship, or compassionate reasons. The authority provided by this regulation to grant waivers or exceptions to this regulation will be referenced in all contractual obligations, and when not expressly incorporated, will be implied to be present.

*b.* Requests for waiver of non-statutory active duty service obligations, and to the method and time of fulfillment incurred under this, and other Army regulations, will be forwarded through command channels to— Commander, PERSCOM, ATTN: (Appropriate Career Management Division), 200 Stovall Street, Alexandria, Virginia 22332-0400 for Army Competitive Category, AMEDD officers, and OPMD managed warrant officers. Chaplains will forward requests to HQDA (ATTN: DACH-PER) Washington, DC 20310-0300. JAGC Commissioned and warrant officers will forward requests to HQDA (ATTN: DAJA-PT), Washington, DC 20310-0300.

#### **4-2. Exceptions**

Requests for imposing ADSOs not otherwise provided herein, will be sent through MACOMs to Commander, PERSCOM (ATTN: TAPC-PDT-PM), 200 Stovall Street, Alexandria, VA 22332-0400, for staffing. Requests for imposition of an ADSO will include the cost of training, use of the officer after being trained, and the needs of the service (e.g., shortage of the skill) in the impact statement.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 27-1**

Judge Advocate Legal Service. (Cited in para 1-7.)

#### **AR 135-215**

Officer Periods of Service on Active Duty.(Cited in paras 1-9, 2-4 and table 3-1.)

#### **AR 351-3**

Professional Education and Training Programs of the Army Medical Department. (Cited in paras 1-7 and 2-2.)

#### **AR 601-100**

Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in paras 1-9, 2-4, and table 3-2.)

#### **AR 614-30**

Oversea Service. (Cited in para 2-6 and table 3-2.)

#### **AR 621-5**

Army Continuing Education System (ACES).(Cited in para 2-8 and table 3-3.)

#### **AR 621-7**

Acceptance of Fellowships, Scholarships, or Grants. (Cited in paras 1-9, 2-8, 3-2, 3-3, and table 3-3.)

#### **DA Pam 351-4**

U.S. Army Formal Schools Catalog. (Cited in paras 2-7 and 3-5.)

### **Section II Related Publications**

#### **AR 37-104-3**

Military Pay and Allowance Procedures, Joint Uniform Military Pay System 2D Army (Jumps 2D Army).

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

#### **AR 135-100**

Appointment of Commissioned and Warrant Officers of the Army

#### **AR 135-101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches.

#### **AR 135-210**

Order to Active Duty as Individuals For Other Than a Presidential Selected Reserve Call-Up, Partial, or Full Mobilization.

#### **AR 350-20**

Management of the Defense Foreign Language Program

#### **AR 351-1**

Individual Military Education and Training

#### **AR 351-5**

United States Army Officer Candidate School

#### **AR 351-23**

Advanced Management Training for Senior Officers

**AR 600–8–24**

Officer Transfers and Discharges

**AR 601–25**

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty For Training, and Reserve Forces Duty

**AR 601–130**

Officer Procurement Programs of the Army Medical Department

**AR 601–141**

U.S. Army Health Professions Scholarship Program

**AR 611–6**

Army Linguist Management

**AR 611–85**

Selection of Enlisted Volunteers for Training as Aviation Warrant Officers

**AR 611–110**

Selection and Training of Army Aviation Officers.

**AR 621–1**

Training of Military Personnel at Civilian Institutions

**Section III****Prescribed Forms**

This section contains no entries.

**Section IV****Referenced Forms**

This section contains no entries.

**Appendix B****Management Control Evaluation Checklist****B–1. Function.**

The function covered by this checklist is Monitoring Active Duty Service Obligations.

**B–2. Purpose.**

The purpose of this checklist is to assist personnel managers in evaluating their key management controls. It is *not* intended to cover *all* controls.

**B–3. Instructions.**

Answers must be based on the actual *testing* of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls *must* be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2–R (Management Control Evaluation Certification Statement).

**B–4. Test questions.**

- a. If ADSO is not fulfilled, were valid waivers granted by proper authority (AR 350–100, para 4–1)?
- b. Have officers indicated knowledge of the ADSO on education or training applications, redeployment packets, requests for reassignment, etc?
- c. Do official orders that direct events that will result in an ADSO contain the statement, “Additional Active Duty Service Obligation of (give length) is incurred under the provisions of (regulations)”?
- d. Do course regulations and descriptions indicate length of service obligations?
- e. Have officers completed ADSO incurred as a result of Voluntary Indefinite (VI) status or Short Term Extension (STE)?

- f.* In cases where officers have requested voluntary retirement, is verification being made to ensure ADSOs are fulfilled? If not fulfilled, were valid waivers requested from proper authority (AR 350–100, para 4–1)?
- g.* Have officers completed ADSO incurred as a result of education/training?
- h.* Did officers complete ADSO incurred as a result of PCS?

**B–5. Supersession.**

This checklist replaces the checklist for AR 350–100, previously published in DA Circular 11–87–3. For assistance in responding to questions, contact the functional proponent.

**B–6. Comments.**

Help make this a better tool for evaluating management controls. Submit comments to Commander, PERSCOM, (TAPC–PDT–PM), 200 Stovall Street, Alexandria, VA 22332–0479.

## **Glossary**

### **Section I Abbreviations**

**ACP**

Army Continuation Pay

**ADSO**

active duty service obligation

**AMEDD**

Army Medical Department

**ASI**

additional skill identifier

**CVI**

conditional voluntary indefinite

**DCSPER**

Deputy Chief of Staff for Personnel

**DOJ**

Department of Justice

**ETS**

expiration of term of service

**JAGC**

Judge Advocate General Corps

**MEL**

military education level

**MOS**

military occupational specialty

**MPD**

military personnel division

**MSO**

military service obligation

**OBC**

officer basic course

**OCS**

officer candidate school

**OTRA**

other than Regular Army

**PCS**

permanent change of station

**PERSCOM**

United States Total Army Personnel Command

**PSC**

personnel service company

**RA**

Regular Army

**RFO**

request for orders

**ROTC**

Reserve Officer Training Corps

**TWI**

training with industry

**USMA**

United States Military Academy

**VI**

voluntary indefinite

**WOAC**

Warrant Officer advanced course

**WOSC**

Warrant Officer staff course

**WOSSC**

Warrant Officer senior staff course

**Section II****Terms****Active duty**

Full time duty in the active military service of the United States.

**Active duty service obligation (ADSO)**

A specific period of active duty in the Active Army that an officer must serve before becoming eligible for voluntary separation or retirement.

**Active duty course of instruction**

Any course of instruction or training which may result in a specific ADSO.

**Assignment alert**

An official notice to an officer with a firm where or when of an assignment. An assignment is firm when an officer has been notified to fill a command's requisition, and the Request for Orders (RFO) has been published.

**Career status**

Active duty with an unspecified termination date. The term includes—

- a. Officers who have accepted a Regular Army (RA) appointment either with or without a service obligation, and who have more than 5 years continuous active Federal service;
- b. Other Than Regular Army (OTRA) officers who are in a Voluntary Indefinite (VI) status; and
- c. For JAGC officers, the term also includes Conditional Voluntary Indefinite (CVI) status.

**Concurrent service obligation**

Two or more ADSOs served at the same time.

**Consecutive service obligation**

Two or more ADSOs served in succession.

**Obligated officer**

One who has an ADSO because of this or any other regulation.



**Officers**

All commissioned and warrant officers on active duty.

**Precommission obligation**

An ADSO established by statute, regulation, or agreement for a specific program from which an officer is commissioned and enters on active duty.

**Special branches**

The six corps of the Army Medical Department, The Judge Advocate General's Corps, and the Chaplain Corps.

**Recoupment**

Individuals who participated in certain education programs (includes officers participating in The Judge Advocate General's Funded Legal Education Program under AR 27-1, chap 14), and who fail to complete their educational requirements, or active duty or Reserve component obligations, are subject to recoupment of AR 37-104-3 (10 USC 2005).

**ROTC academic year**

The beginning and ending dates of the school year as established by each educational facility.

**Section III****Special Abbreviations and Terms**

This section contains no entries

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